

1. Scope of Contract:

The purpose of this Request for Proposal is to enter into a contract with a qualified firm or individual to provide advanced clinical kinship care training for child welfare staff in the Fairfax County Department of Family Services Family (DFS) Children, Youth, and Families Services (CYF) Division. The focus of the kinship care training will be in the areas of clinical skills development, safety and permanency, family dynamics, best practice interventions/models, community capacity building, and case management. The goal of the services provided is to improve the theoretical knowledge base and strengthen the competency level of child welfare staff working with kinship families, including kinship caregivers, birth parents, and children in kinship care.

2. Contract Term:

The term of the contract is from date of award through December 31, 2018 for an amount up to \$49,999 for the entire term of the contract, whichever comes first.

3. Background:

Child welfare agencies across the nation are increasingly utilizing kinship care as a means of foster care diversion. National statistics indicate that almost 7.8 million children are being raised by relatives (kinship families), with more than 5.8 million of those children living in the homes of grandparents, and nearly 2 million living in the homes of other relatives. According to the 2010 American Community Survey, 7,460 grandparents in Fairfax County are raising their grand children, a number that continues to rise. Kinship families are found in all racial, ethnic, socioeconomic, occupational and educational groupings. Due to the unique needs and challenges of kinship families that span many areas - including legal, financial, mental health, child care, respite care, aging issues, role changes, parenting, and system navigation - CYF staff must receive advanced clinical kinship care training in order to proficiently work with this specialized population.

The Department of Family Services, Children Youth and Families (CYF) Division is comprised of seven programs – Child Abuse and Neglect Prevention; Child Protective Services; Protection and Preservation Services; Family Partnership Program; Foster Care and Adoption; Permanency, Resource, and Support; and Quality Assurance. Fairfax County CYF programs and services are designed to protect children from harm, prevent child abuse and neglect, support families and help them remain together safely for the long-term emotional and physical health of children. In addition, newly formed within DFS, the Kinship Care Unit will provide clinical social work services to a specific population, Kinship/Relative placements, of children at risk of abuse, neglect, and/or removal from their homes. The unit will engage families in a case management model with a focus on both parent reunification and/or family support as defined by the policies and procedures of the division/program.

4. Tasks To Be Performed :

- 4.1. Provide advanced clinical kinship care training for up to 262 child welfare staff. The offeror should expect to provide (8) eight hour day training sessions for a consecutive 5-day span. The training sessions should be individualized by the following staff populations: all CYF; the Kinship Care Unit; Family Partnership Program; Child Protective

Services Hotline and Intake; Foster Care and Adoption and Permanency, Resources, and Support; and Child Abuse and Neglect Prevention.

- 4.2. The training will address a broad range of kinship care topics including an overview of kinship families; family dynamics; risk and protective factors among kinship families; assessing a family's ability to provide kinship care; the impact of kinship care on relative caregivers, birth parents, and children in kinship care; caregiver and birth parent tasks in kinship families; use of clinical interventions with kinship families; safety, well-being, and permanency for children; similarities and differences in relative and non-relative placements and adoptions; post adoption support; community capacity building; worker competencies and biases; and best practice models for working with kinship families.
- 4.3. The training will demonstrate how theoretical knowledge can be applied with sensitivity and competence in individual interactions as well as in group settings.
- 4.4. The training will be provided using the principles of adult learning. Methodologies will include lecture, discussion, videos and experiential learning.
- 4.5. The training must target both experienced staff whose skills may need refining or enhancement, as well as relatively inexperienced staff.
- 4.6. The initial training must be scheduled for the week of September 16, 2013 through September 20, 2013.
- 4.7. Additional training sessions shall be at the request of the Department of Family Services and dates of training shall be agreed upon.
- 4.8. Provide consultation services as needed for designated staff within DFS. Consultation services will be by the request of DFS staff and it will be mutually agreed upon.

5. County Responsibilities:

- 5.1. The county will be responsible for the following tasks:
 - a. Scheduling of staff to attend the training sessions
 - b. Securing rooms for training sessions
 - c. Copying of materials
- 5.2. County staff shall be responsible for designating specific staff for consultation services. Consultation services shall be mutually agreed upon.

6. Reports And Invoicing:

- 6.1. Invoices should be submitted to: Department of Finance
FCG-Accounts Payable
P.O. BOX 1147
Fairfax, VA 22038-1147

7. Qualifications:

- 7.1. The individual(s) providing this training must minimally be a masters or doctorate level social worker (MSW or DSW).
- 7.2. The individual(s) providing this training must have specialization in the areas of kinship care, foster care, and adoption.
- 7.3. The individual(s) providing this training must have prior experience conducting kinship care training for child welfare staff.
- 7.4. The individual(s) providing this training must have at least ten years of clinical experience.
- 7.5. The individual(s) providing this training must have experience training/consulting on the topic of kinship with local government child welfare employees, demonstrating an understanding of the unique aspects of providing kinship services in a public child welfare setting

8. Submission of Proposal:

The offeror must submit their proposal with the following information:

- 8.1. Name of the firm (s) and/or individual (s) submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers; and annual report or financial statement.
- 8.2. A narrative description of current and past experience providing advanced clinical kinship care training for child welfare staff or staff in a similar or related area.
- 8.3. A brief narrative discussing the approach and methodology for services including how the offeror will provide the services outlined in the Tasks to be Performed section.
- 8.4. A proposed outline of topics for the training.
- 8.5. A listing of additional topics the offeror is qualified to provide for the training.
- 8.6. Copy of the resume and professional license for the person(s) providing the services.
- 8.7. A tentative schedule of availability to provide five full days of training between dates of September 16-20, 2013. The specific schedule for training shall be agreed upon between DFS and the vendor, prior to finalizing the contract.
- 8.8. The last page of the proposal should include a proposed rate for pre-training consultation, group training sessions, consultation and post training report. Complete the attached Pricing Schedule.
- 8.9. One (1) original (duly marked) and three (3) copies of the proposal should be mailed to the following address:

Department of Administration for Human Services
Contracts & Procurement Management
12011 Government Center Parkway, Suite 738
Fairfax, Virginia 22035-1119
Telephone: 703-324-7828
Attn: Jadira Edgar

- 8.10. **Proposals must be received at the above address by 2:00 p.m. on July 30, 2013. Proposals received after the due date and time shall not be considered for contract award and shall be returned to the offeror.**

9. Proposal Evaluation Criteria:

The following factors will be considered by a Selection Advisory Committee in the award of this contract:

- 9.1. Offerors response to the Tasks to be Performed section.
- 9.2. Offerors qualifications and experience providing kinship care training for staff who works in a child welfare setting.
- 9.3. Offerors availability to meet the scheduling requirements indicated in the Request for Proposal.
- 9.4. Details of the approach and methodology for services provided.
- 9.5. Reasonableness of cost.

10. Insurance and Indemnification:

At a minimum the contractor will be expected to maintain general liability insurance and professional liability insurance. Specific insurance requirements will be provided prior to contract award.

11. General Terms and Conditions

The offeror awarded a contract will be expected to abide by all applicable provisions of Fairfax County's General Conditions and Instructions to Bidders. This document is available for review at:

<http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf>